



Belvedere:
Bruce Sams

May 6, 2004

Corte Madera:
Melissa Gill

TO: Transportation Authority of Marin Commissioners

RE: TAM First Meeting Business – Agenda Item 1

Fairfax:
Lew Tremaine

Dear Commissioners:

Larkspur:
Joan Lundstrom

As previously reported to you, on March 2, 2004, the Marin County Board of Supervisors unanimously adopted Resolution No. 2004-21, which created the Marin County Transportation Authority pursuant to Section 180050 of the California Public Utilities Code to administer a transportation sales tax measure if passed by Marin voters. The Board resolution required concurrence from the majority of the cities in Marin representing a majority of the incorporated population on both the membership of the Authority and designation of the Authority as the Congestion Management Agency (CMA) for Marin.

Mill Valley:
Dick Swanson

Novato:
Pat Eklund

Ross:
Tom Byrnes

As of the writing of this staff report, 9 of the 11 cities, representing 98% of the incorporated population, have adopted resolutions concurring on the membership of the Authority and designating the Authority as the CMA for Marin. (Scheduled actions on the Authority membership and CMA designation from the Belvedere City Council [May 3rd] and Ross Town Council [May 6th] are pending.) Therefore, the Transportation Authority membership and CMA designation have been confirmed as required.

San Anselmo:
Peter Breen

San Rafael:
Al Boro

Sausalito:
Amy Belser

At the first meeting of a Local Transportation Authority, California Public Utilities Code Sections 180000 et seq. requires the Authority to elect a Chair and Vice Chair and select staggered terms by lot. Staff is recommending that the Authority also consider adopting a meeting schedule and several interim measures related to administration, staffing, and committees.

Tiburon:
Alice Fredericks

County of Marin:
Susan Adams
Hal Brown
Steve Kinsey
Cynthia Murray
Annette Rose

Election of Chair and Vice Chair

Pursuant to California Public Utilities Code Section 180100, the Authority is required to elect a Chair who shall preside at all meetings and a Vice Chair who shall preside in the absence of Chair.

Selection of Staggered Terms by Lot

Pursuant to California Public Utilities Code Section 180052(b), Commissioners on the Authority shall be “selected by lot” to serve staggered terms. This requires 8 Commissioners to be selected for 4-year terms and 8 Commissioners to be selected for initial 2-year terms. The Governance Committee recommends that “selected by lot” be described as:

The initial selection shall involve separate drawings by Commissioners from the Board of Supervisors and by Commissioners from the City and Town Councils to determine three Commissioners from the Board of Supervisors and five Commissioners from the City and Town Councils that would serve the initial 4-year terms. The remaining Commissioners not selected in the drawing would serve initial 2-year terms.

Meeting Schedule

Attached to this staff report is a proposed meeting schedule for your review that is based on the previously approved meeting schedule for the Joint Committee of the Board of Supervisors, Congestion Management Agency, and Transit District.

Interim Committees, Staffing, and Administration

A Preliminary Budget and the Draft Administrative Code, which prescribes the powers and duties of the Authority Chair and Vice Chair, the method of appointing Authority employees, and methods, procedures, and systems of operation and management of the Authority, will be presented and discussed at the next meeting of the Authority, tentatively scheduled for May 27th. As an interim administrative measure until an Administrative Code is adopted by the Authority, staff is proposing that the Authority adopt Robert's Rules of Order for procedures and adhere to the Brown Act and administrative provisions for Local Transportation Authorities contained in California Public Utilities Code Sections 180000 et seq. Staff is also proposing the continuation of the existing relationship with County of Marin Public Works staff as agreed to in the existing Countywide Planning Agency/Congestion Management Agency Joint Exercise of Powers Agreement as an interim staffing measure.

Recommendation

Staff recommends that the Transportation Authority:

1. Elect a Chair and Vice Chair;
2. Select staggered terms by lot, as previously described;
3. Adopt the attached meeting schedule;
4. As an interim administrative measure until an Administrative Code is adopted by the Authority, adopt Robert's Rules of Order for procedures and adhere to the Brown Act and administrative provisions for Local Transportation Authorities contained in California Public Utilities Code Sections 180000 et seq.; and
5. As an interim staffing measure, maintain the existing relationship with County of Marin Public Works staff as agreed to in the existing Countywide Planning Agency/Congestion Management Agency Joint Exercise of Powers Agreement.

Respectfully Submitted,

Craig Tackabery
Executive Director

TAM MEETINGS, 2004

Following is a list of meeting dates for the **TAM** for 2004 (generally on the fourth Thursday of each month):

May 6, 2004 (Special)	September 23, 2004
May 27, 2004	October 28, 2004
June 24, 2004	November 18, 2004*
July 22, 2004	December 16, 2004*
August 26, 2004, <i>if necessary</i>	*Not Fourth Thursday

All meetings are held at the Marin County Civic Center, Room 330, 3501 Civic Center Drive, San Rafael, California. Meeting starting time is 7:30 p.m.

Executive Committee Meetings, 2004 (generally on the second Wednesday of each month)

October 6
November 10
December 8

Executive Committee meetings are from 3:00 to 4:30 p.m. in DPW Conference Room 304.

Meetings in 2005 are on January 12, February 9, March 9, April 13, May 11, June 8 and July 13.

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